

Dear Self-Help Applicant

Bellow you will find a brief explanation of the Ambassador's Special Self-Help Fund and an application form. Please read the information very carefully. If you think that you have a project which may fulfill the requirements of the program, complete and submit your application form to the United States Embassy (Self-Help Program, American Embassy, 01 B.P 1712 Abidjan) for consideration. You should make a copy of the completed form for your records. Please answer ALL questions in the space provided. Give precise details about the proposed contributions of your community group and your requests of assistance from the U.S. Government. Please attach a separate list for requested materials, including quantities needed and prices, to the application. Please also provide directions to the proposed project location, including a map, if possible. Please be sure to provide up to date contact information for project representatives.

NOTE:

Do not submit any documents that have not been requested. Limit your answers in the application form to the lines provided. Applications submitted contrary to these guidelines **WILL NOT BE CONSIDERED**. All Self-Help Application Forms are FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

Selection process:

Application deadline	November 30, 2014
Selection period	December 14 - January 2015
Grant award	July - September 2015

Due to the high number of applications we receive each year, we are unable to respond to each applicant. If you have not heard from us one (1) year after your application was submitted, please consider that your project was not selected.

Thank you for your interest in the Ambassador's Special Self-Help Fund. We look forward to hearing from you.

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UNITED STATES AMBASSADOR'S SPECIAL SELF-HELP FUND

The United States Ambassador to Cote d'Ivoire has a special fund for small community projects ranging from technical assistance programs to social service and assistance. The program is designed to improve basic economic and social conditions in local communities and support high impact, quick implementation activities that benefit a large number of people. Participating communities provide a significant contribution in cash, labor and materials. The demand for Self Help funds is very high and well above our funding capacity. Consequently, the priority is only given to projects which best meet the program's objectives and criteria. The maximum support available for most projects is 5,000,000 francs CFA and a single community/group cannot receive more than one grant in a given funding period.

To be eligible for funding your project must meet the following **criteria**:

1. The project must be initiated by the community and designed to improve community living conditions.
2. The project should have a high impact, and to be able to benefit a larger number of people within a short implementation period.
3. The project must be completed within one year without requiring additional funding.
4. The project must involve a significant local contribution in cash, labor, or material (approximately 25% of total cost of activity).
5. The project has to prove that it will be viable and sustainable in terms of funding, community support, and adequate expertise and manpower. Please include a plan on how the project will operate and be maintained in the future.
6. The project must respect all Ivoirian environmental and building regulations.

What is not eligible for this program:

1. Requests to buy sophisticated equipment such as vehicles, computers, film projectors, stereos, etc.
2. Proposals that have a purely religious, police, military, or cultural emphasis.
3. Private, commercial enterprises.
4. Payment for pesticides, herbicides, labor,

5. Scholarships, workshops or seminars (except training as part of implementation of specific projects)
6. Purchase of consumables or non-durable goods such as books, medications, animal feed, or seeds.

How to apply for this fund

1. Fill out the form **Self-Help Application form** (the applicant may also send its own drafted project as long as all needed information in the SSH application were answered in their proposal). Please type or write clearly. Answer every question as best you can.
2. All applications must include a specific budget and cost estimates. Projects involving technical construction should have drawings and estimates that show adequate planning. However, detailed drawings or blueprints are not required.
3. For your proposal to be considered for funding, you must include clear directions to the project site and contact information for all project representatives.
4. Please provide appropriate documents, depending on the nature of the project, which demonstrate that you will be able to successfully implement the project. For example, if the project is related to improving access to potable water, applicants should provide the necessary documents from the local authorities in charge of this field indicating that an environmental impact assessment has been conducted. If the project is related to public health, please attach relevant documents from the Ministry of Health.

Project Selection

Each year, applications submitted from across the country are reviewed by a committee which makes selection based on set criteria including the level of community support and involvement as well as project sustainability. If your project is chosen for consideration, someone will visit the site to learn more about the proposal and verify the information on the application. Please remember to include a sketch and/or a description of how to locate your project site. Also include a correct and current mailing address; telephone number; and e-mail address if these are available. Tell us if there is someone in Abidjan who knows about

the project and can be contacted to answer any questions. After an initial site visit, projects will be again reviewed by a committee for a final selection and submitted to the Ambassador for approval. Once projects are selected, a signing ceremony will be organized and the beneficiaries will be given legal agreements along with further instructions on how to begin the funds dispersal process.